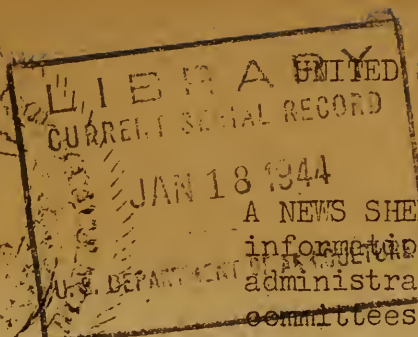


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Reserve



A NEWS SHEET issued occasionally for the information of staff, faculty, general administration board, and departmental committees of the Graduate School.

January 8, 1944

No. 3

### HONORARIA

Checks to instructors for the second half payment of the fall semester will be mailed to their homes on January 21. Please notify the School office if not received by the 28th.\*\*\*

### GRADES DUE SOON

A "Report of Grades" form is enclosed with copies of the GS News Sheet going to instructors. Instructors are to report all grades, on this form only, at least within two weeks after the last meeting of the class. This sheet should be checked against the Class Record. The time element is important. The GS now sends written notice of grades received to all students registered for credit. Promptness helps avoid embarrassment for all concerned.

Several instructors new to the faculty this year have asked "How do GS instructors grade, are they stiff, or toward the other extreme, or what?" A query so phrased is a bit like the hoary wife-beating poser. The GS prescribes no methods for arriving at grades. To do so is not in conformity with GS educational philosophy. Preserve us from setting up rigid patterns. The GS does have a grade reporting system, fully explained on the back of the "Report of Grades."

The GS does ask that each instructor work out an objective method of grading. The factors making up the method, such as attendance, recitation, periodic tests, papers or projects, final examinations, etc., and weights given these, is up to the judgment of the instructor. Grades should reflect as accurately as possible the students' grasp of the content of the course.

### BUILDING PASS IS STREAMLINED

The current building pass will be replaced next semester by a pass which will fit nicely into wallet or purse. Credit for the suggestion goes to W. E. Deming (Math. and Stat.) and one of his associates. Other ideas are solicited!

### TROPICAL AGRICULTURE FOR U. S.

#### PRISONER OF WAR IN GERMANY

"Have you a course in tropical agriculture for a U.S. prisoner of war in Germany; for a German prisoner of war in the USA?" (War Dept.) "Where can I get trained men to run my farm?" (Maryland resident). "What steps can I take to fill in a gap in liberal arts education? (CAF-7 accountant). "Will you help us evaluate our training programs?" (War agency). "Please send us any content material available on your textile courses" (Firm in Mexico). "What institutions offer correspondence courses in agronomy?" (USDA field employees).

These queries typify diversified requests for service received by GS. And GS undertakes to meet them, or to indicate who can. \*\*\*

Based on an opinion by the Bureau of Internal Revenue, withholding tax deductions for instructors in the GS are computed as follows: (1) the instructor is permitted to request the same exemption as that claimed from his place of employment. (2) The deductions amount to \$1.70 per day for single persons claiming no dependents; \$3.40 per day for married persons claiming full deductions, plus 85¢ per day for each dependent. (3) The appropriate rate for each instructor is multiplied by the number of days in the semester. For example, a single person who is paid for a 66-day



## METHOD OF COMPUTING WITHHOLDING (CONT.)

period (November 16-January 21) has an exemption of \$112.20 and a married person "224.40 before a withholding tax deduction of 20%.

If GS earnings are less than exemptions, no deductions are made. This does not relieve the individual of responsibility for including such earnings in his report of total income. \* \* \*

## JAPANESE IN THE ORIGINAL

One of the distinctive features of the GS has been its development of specially adapted class materials in connection with courses for which texts are not available. Orders for GS publications come in steadily from agencies, business firms, and other institutions all over the country, and from outside the USA too. And many a book has grown out of material prepared for a GS course.

1943-44 has seen many such special provisions. Students in Japanese classes under Dr. Yoshioka, Director of American Institute's Oriental Science Literature Service, use as text material photostatic copies of articles from Japanese professional journals in biology, chemistry, medicine, etc.. The material has a double value; it's helpful in language-learning, it gives the professional student access to Japanese scientific comment on matters of great current interest. In early fall, Harper Bros. ran out of elementary Spanish texts; classes were tided over by mimeographed extracts from the forthcoming Henry Holt Co. text written by Dr. Marjorie Johnston (Lang. & Lit.) Spanish Specialist of U. S. Office of Education. Elsewhere in the News Sheet is reference to Dr. Ellinger's (Biol. Sc.) Genetics Seminar, which studies in the original papers of outstanding geneticists. \* \* \*

## ITEMS SOLICITED FOR GS NEWS

Have you made a talk recently, published a book? Has your class had a guest speaker, a project, etc.; which would interest us all? Please send items of interest along to 1031 South. All news is welcome. \* \* \*

## UNDERSTAND YOUR DEDUCTIONS?

GS has reported to Internal Revenue the total earnings during 1943 of each instructor from whom any victory tax or withholding tax deductions have been made. A copy of each report has gone to the instructor. Earnings of those not receiving copies of Treasury V-2 or W-2 have not been reported. \* \* \*

## LATIN AMERICAN FELLOWS

## TO ARRIVE IN 1944

Last year USDA in cooperation with the Department of State had some 60 one-year fellows from Latin American countries studying various phases of USA agriculture. USDA bureaus involved were Bureau of Agricultural Economics, Soil Conservation Service, Extension Service, Extension Service, Rural Electrification. GS participated in planning and operating the general program, gave tuition-free fellowships.

This year's smaller group was due in October, for various reasons will not arrive until the spring semester. Fellows this year will work in three bureaus: SCS, EXT., and BAE. The program is under general direction of USDA's Office of Foreign Agricultural Relations.

## FALL SEMESTER STUDENTS

## NUMEROUS \* VARIED

Fall semester registration will total about 4000, surprising in view of current trends, in view too of longer hours, transportation and food problems. GS students represent interesting cross sections of persons and jobs. Students range from CAF-2 clerks to bureau chiefs. Objectives vary as widely--include: the official of a British mission, on leave from the London School of Economics, getting oriented to American thought; the man soon to go abroad who studies Japanese feverishly; the young lady trying to equip herself better for a new position; the young economist completing doctoral work, etc.

Soon after the close of the fall semester the GS will complete an enlightening study of factors back of student turnover. Purpose of the study is to enable GS to make adjustments in curriculum and procedures.



## PEOPLE IN THE SCHOOL

The last 6 months have seen an extremely high percentage of changes in positions among GS committees and faculty. These are reflected in the faculty. These are reflected in the faculty section of the 1943-44 ANNOUNCEMENT'S spring edition; turn to it - the changes will interest you.

Latest change is a major one. GS Board Member, Roy F. Hendrickson, Director of USDA's Food Distribution Administration, goes to UNNRA as Deputy Director General. His contribution to GS development has been basic and lasting. His going is a loss to USDA and GS, a distinct gain to the United Nations.

R. H. Allen (Soc. Sc.), Principal Agricultural Economist in FDA, on January 15 joins the growing group of GS people in the armed forces. He will be a Lt.(j.g.) in Navy.

GS regrets that "People in the School" cannot include more news on faculty and committee members, and on others participating in GS courses and highly important in GS effectiveness. Among the last-named are those who contribute time and energy as guest speakers, etc. To cite an example, during this semester guest speakers in 807. International Financial and Trade Policies (Soc. Sc.) taught by Dr. Zaglits, have included: Dr. Robert McDill Carr, Asst. Chief, Division of Commercial Policy and Agreements, Department of State. Dr. Howard S. Fiquet, formerly Chief of the Economics Division in the U. S. Tariff Commission; now Executive Secretary of the Temporary Committee of the United Nations on Food and Agriculture.

Dr. Howard S. Ellis, Professor of Economics at the University of California and Special Consultant with the Board of Governors with the Federal Reserve System. Mr. Harry C. Hawkins, Chief, Division of Commercial Policy and Agreements, State. Dr. Eric Englund, Chief, Regional Investigations Branch, OFAR \* \* \*

### PLEASE BE CERTAIN

---to remind your students before the end of the fall semester, that they must

re-register if they plan to take a course during the spring semester. This reminder will be especially necessary in the case of year courses. Students frequently assume that fall registration carries over into the spring. It does not.

### NEW GS STAFF MEMBER

Margaret D. Calhoun, former head librarian of Mary Washington College, joined the GS as a staff assistant. Miss Calhoun completed her undergraduate work at Randolph-Macon and Columbia University's School of Library Service; has an M.A. from Peabody College. She had been employed previously in Birmingham and at Columbia University. She replaced Virginia Brand who is to be married this month. \* \* \*

### FACULTY PLEASE NOTE

We suggest instructors review at the first meeting more important items from the sheet "Information for Students" and that special emphasis be placed on building regulations and the necessity for observing them rigidly.

Instructors will recall the inauguration last fall of the ONE-DAY VISITOR PASS. Every effort is made to help students think through problems without ~~violating~~ <sup>visiting</sup> a class. If a visit is still desired, or if the instructor has suggested a visit, the VISITOR PASS will be issued gladly at the GS office. The pass is good for one night; will be collected by a building guard when students leave. This pass is necessary to authorize an individual's presence in the building. PLEASE KEEP IN MIND the fact that everyone MUST HAVE A PASS. \* \* \*

### POINT OF INFORMATION

Remembering that "Information for Faculty" states that each class meets for 15 weeks a semester, several sharp-eyed instructors have noted that the GS calendar in the ANNOUNCEMENT provides for a semester of 16 weeks and have said: "How come?"

The 16-week period includes an extra week at semester's end to provide for make-up. If uncertain as to when your class should end, figure how many sessions have met so far and add the number necessary for completion (15 for once-a-week; 30 for courses meeting twice-a-week). \* \* \*



### PILLARS IN GRADUATE SCHOOL DEVELOPMENT

It is now difficult to obtain photographs of many men instrumental in developing the GS. We are collecting autographed photographs of men and women who have been or are now members of the committees or faculty.

Please cooperate by sending your photograph in any size available. We are equally anxious to secure pictures of USDA's "elder statesmen". If you know of pictures please send them along. \* \* \*

### GENETICS SEMINAR MAKES DISCOVERY

An interesting item on Mendel's work was uncovered recently by Dr. Ellinger's seminar in genetics. The seminar is based principally on a review of outstanding contributions marking great advance in the theory and application of genetics. Its research into letters on Gregor Mendel's little-known experiment on fertilization has indicated that Mendel was the first to reveal the true nature of a union of two gametes. The study has been prepared for early publication in a scientific journal.

### WISH TO ENROLL IN A GS COURSE?

Faculty members and members of committees may enroll in GS courses without payment of tuition, paying only a registration fee. And this is not just a provision, it's an invitation. We're glad to have such enrollments. \* \* \*

### HEY TAXI!

Although he may wince from space already received, we can't let pass the opportunity of commenting on Robert Hill's (Pub. Adm.) action in calling cab drivers to account. Who of us has'nt needed to get some place quickly and stood gritting our teeth as empty cab after empty cab passed by our wildly waving arms or piercing whistle! Would that more of us citizens had the courage of our convictions. If the News Sheet had an editorial column its gist this issue would be "More power to you, Bob!" \* \* \*

### SPRING REGISTRATION BRANCH CENTERS

The opening of spring semester registration January 10 begins a rush period when GS staff could do with extra vitamins. As was the case last fall, Census (at Suitland), Social Security Board (at 18th and Penna. Ave.), and Weather Bureau (24th and M) will serve as branch registration centers. In addition to usual counseling services, the special period when departmental representatives will advise students comes January 24-February 4, inclusive. \* \* \*

### EFFECTIVE FLIER DISTRIBUTION

The flier listing spring semester courses and the revision of the 1943-44 ANNOUNCEMENT (the catalog) are now out. The flier goes to all Federal agencies, is distributed in each according to plans evolved within that agency. The GS is anxious to evaluate effectiveness of this flier distribution as a means of acquainting Federal employees (and others) with GS opportunities.

Will you help us? Faculty and committees serve as a good cross-section (we haven't checked this statement with our sampling instructors!) of distribution. If you have not seen the flier through normal distribution channels in your agencies PLEASE TELL US. \* \* \*

### GS PRACTICE AND PREACHING

Last fall as part of a self-evaluation of administrative practices, GS concluded its records and filing system needed improvement, called in the expert counsel of Records Management Division, of USDA's Office of Plant and Operations. That division diagnosed, helped in the surgery, and now GS has a new and streamlined system. Our appreciation to P&O (Plant and Operations to those outside USDA), including faculty members L. E. Donaldson, Charles T. Smith, and Robert H. Meehan. \* \*